MEETING MINUTES
Lowcountry Area Transportation Study (LATS)
Organizational Meeting of the Policy Committee
Monday, February 11, 2013 – 10:00 a.m.
TCL New River Campus –The Heritage Room – Bluffton, SC

LCOG staff sent agenda packets to Policy Committee members and posted an agenda in the lobby of the LCOG office at least 24 hours prior to the meeting time.

Policy Committee Members Present:
Mayor Bronco Bostick, City of Hardeeville
Chairman Henry Etheridge, Jasper County Council
Rochelle Ferguson, LRTA Executive Director*
Commissioner Craig Forest, SCDOT
Mayor Billy Keyserling, City of Beaufort
Mayor Samuel Murray, Town of Port Royal
Sen. Clementa Pinckney, Jasper County Leg. Delegation
Commissioner Harrison Rearden, SCDOT
Chairman Paul Sommerville, Beaufort County Council

Policy Committee Designees Present:
Anthony Barrett, Town of Bluffton
      For Mayor Lisa Sulka
Steve Riley, Town of Hilton Head Island
      For Mayor Drew Laughlin

Policy Committee Members Absent:
Rep. Bill Herbkersman, Beaufort County Leg. Delegation
Commissioner Jim Rosier, SCDOT

Technical Committee Members Present:
James Ayers, Town of Bluffton*
Linda Bridges, Town of Port Royal
Tony Cristcitiello, Beaufort County
LeNolon Edge, Jasper County
Jill Foster, Town of Hilton Head Island
Karen Jarrett, Town of Bluffton
Lauren Kelly, City of Beaufort
Colin Kinton, Beaufort County*
Bob Nanni, City of Hardeeville

Technical Committee Members Absent:
Bryan Hill, Beaufort County *
Bob McFee, Beaufort County *
Darrin Shoemaker, Town of Hilton Head Island *

(***) Non-voting Member**

LCOG Staff Present:
Chris Bickley, Executive Director
Ginnie Kozak, Planning Director
Jonathan Sherwood, Community and Regional Planner

SCDOT Staff Present:
Robert St. Onge, Secretary of Transportation
Mark Lester, Director of Planning and Environmental
Mark Pleasant, Chief Planner
Diane Lackey, Office of Transit Manager
Bill Jordan, Engineer

FHWA Staff Present:
Jessica Hekter, Community Planner and Realty Manager
Yolanda Morris, Community Planner
Andrew Brunner, Intern

Others Present:
Joe Croley, Hilton Head Bluffton Chamber of Commerce
Scott Dadson, City of Beaufort

1. Call to Order

Mr. Bickley called the meeting to order and led the pledge of allegiance.

    a. Pledge of Allegiance
    b. Invocation
       Mr. Etheridge led the invocation.
    c. Introduction of Members, Guests and Staff
    d. Selection of Temporary Chair
       Mr. Riley nominated Mayor Keyserling to serve as Temporary Chairperson. The motion was seconded and approved unanimously. Mayor Keyserling came forward to chair the meeting.

2. Presentations.

MPO Designation

Secretary St. Onge read his official letter designating the Lowcountry MPO, a copy of which is attached. He noted that LATS will make the policy and technical decisions that help make South Carolina's roadways more safe and efficient and explained that MPO structure has not changed significantly since the 1960s and no new MPO has been created since 1990.

Mr. St. Onge said that the MPO and COGs work closely with SCDOT to update statewide plans, which are increasingly emphasizing the importance of freight and transit. He explained that the statewide multimodal transportation plan and the strategic management plan dovetail nicely. The multi-modal plan works within a twenty-five year time horizon, but is updated every five years.

Mr. St. Onge said that MAP 21 is a twenty-seven month bill, the first new federal transportation bill in five years. Previous funding came as stop-gap appropriations. He noted that the bill strengthens the planning process with performance based measures, highlighting freight and asset management as well as the National Highway System. He explained that the history of coordination between the MPOs and the SCDOT has been productive-- focusing on innovation in transit, intersection improvements, biking/pedestrian facilities and complete streets.

MPO 101
Ms. Kozak reviewed the MPO planning process, the groups involved, and the timeline.

3. Old Business.
None.

4. New Business.

Bylaws
Mr. Bickley led a review of the draft bylaws. He made a recommendation to the Policy Committee that the LRTA Executive Director sit on the Technical Committee instead of the Policy Committee and the LRTA board chair sit on the Policy Committee. It was noted that to make this change all participating jurisdictions must amend their MPO resolutions. Members expressed support for this change.

Mr. Riley said there were questions in the previous workshop about the DOT Commissioners sitting on the policy board and he didn't think that had been resolved in the draft bylaws. Commissioner Reardon stated that some MPOs have commissioners as voting members and others as non-voting members. Mr. Lester noted that while not a requirement, commissioners can bring consistency between the policies of SCDOT and the MPO. Commissioner Forest said commissioners should not serve on the Policy Committee. He recommended that the SCDOT Secretary or his designee sit on the Policy Committee. Senator Pinckney noted that commissioners have staff and resources that could be valuable tools for the MPO and that they also can help advocate for the MPO at the State level. Commissioner Forest said that commissioners would be present at meetings or participate in the process. Secretary St. Onge said that SCDOT will have the right representatives at MPO meetings every time. He noted that the Secretary's Office will offer advice, but did not want to be a voting member of the committee.

After the discussion no changes were made to the Policy Committee membership structure.

Mr. Bickley recommended that a quorum require a majority of the voting membership. A designee must be an elected official or a qualified staff person of the jurisdiction. He further recommended that the Policy Committee meet at least twice a year. In the formative stage of the MPO, the Committee may meet more often as needed.

Mr. Riley said a change should be made to Section III, Part B regarding the selection of Technical Committee members: "with approval of the Policy Committee Chairman" to "with approval of the Policy Committee," and this was agreed.

Mr. Riley asked that a correction be made in Section II, part D for clarification on voting for Chairman of the Policy Committee: From "each calendar year" to "calendar year", which was agreed. He then made a motion to approve the draft bylaws for public comment with the corrections noted. The motion was seconded and approved unanimously.

Long Range Plan

Ms. Kozak reviewed the Scope of Work for the Lang Range Plan and requested approval to begin the process to hire a consultant. Mr. Riley noted an error in the Scope of Work. Ms. Kozak said that she would be sure to make the correction. He then made a motion to approve the Scope of Work with the correction and begin the process of hiring a consultant. Mr. Forest seconded the motion. The motion passed unanimously.

5. Other Business.

Mr. Bickley asked if there were comments about the proposed meeting time of the first Friday of the month at 10:00 a.m. on the Technical College of the Lowcountry New River Campus. None were made. Mr. Bickley announced that the next meeting would be on Friday, April 5, 2013 at 10:00 a.m. at TCL in the Heritage Room. He asked members to review their contact information and to note his local match memo which was in the agenda packets.

6. Motion to Adjourn

With no further business, Mayor Keyserling adjourned the meeting at 11:00 a.m.